

ORDER FOR SUPPLIES OR SERVICES					1. CONTRACT FILES PAGE 1 OF 1	
2. PROC INSTRUMENT ID NO (PIIN) F33657-95-D-2966 Mark all packages & papers with this number.		3. CALL ORDER NO 0010	4. DATE OF ORDER* 29 SEP 1997	5. REQUISITION PM/PURCHASE REQUEST PROJECT NO. 5654/RAP	6. CERTIFIED FOR NATIONAL DEFENSE UNDER D0-C9 BDC REG 2/DMS REG 1 RATING	
7. ISSUED BY CODE F8622 USAF/AFMC AERONAUTICAL SYSTEMS CENTER, BLDG 11A 1970 MONAHAN WAY, RM 136 WRIGHT-PATTERSON AFB OH 45433-7208 BUYER: JOE M. INMAN, ASC/CDSK (937) 255-6632			8. ADMINISTERED BY CODE S2404A DCMAO, BALTIMORE ATTN: CHESAPEAKE 200 TOWSONTOWN BLVD, WEST TOWSON MD 21204-5299			
9. CONTRACTOR NAME AND ADDRESS CODE 5R191 MANAGEMENT CONSULTING & RESEARCH 2000 CORPORATE RIDGE, SUITE 850 MCLEAN VA 22102			FACILITY CODE MAILING DATE SEP 29 1997	IF "9" FOR MULTIPLE FACILITIES SEE SECT "G"	10. MAIL INVOICES TO 11. DISCOUNT FOR PROMPT PAYMENT 1ST <u>N</u> % _____ DAYS NET DAY 2ND _____ % _____ DAYS OTHER 3RD _____ % _____ DAYS IF "9" SEE SECT "B"	
12a. PURCHASE OFFICE POINT OF CONTACT AYV/A6F/ANC			13. PAYMENT WILL BE MADE BY CODE SC1018 DFAS-COLUMBUS CENTER DFAS-CO/CHESAPEAKE DIVISION P O BOX 182264 COLUMBUS OH 43218-2264 IF "9" SEE SECT "G"			
12b. RESERVED FOR SERVICE/AGENCY USE						
14. TYPE CONTRACTOR B		15. SECURITY a. CLAS U b. DATE OF DD 254				
16. CONTRACT ADMINISTRATION DATA A. FAST B. CONTRACT C. ABSTRACT D. SPL CONT E. CONT PAY (1) KIND (2) TYPE RECIP ADP ADMIN 6 9 POINT PROVISIONS FUNC LMT			17. RESERVED	18. SVC/AGENCY USE	19. SURV CRIT C	20. TOTAL AMOUNT \$384,000.00
21. APPROPRIATION AND ACCOUNTING DATA A. SCTY CLAS B. ACRN C. APPROPRIATION D. LIMIT SUBHEAD E. SUPPLEMENTAL ACCOUNTING CLASSIFICATION F. CPN RECIPIENT DODAAD G. OBLIGATION AMOUNT H. NON-CLIN/ELIN PAYMENT PROV I. SVC AGENCY USE						
TYPE OF ORDER	DELIVERY/ TASK	<input checked="" type="checkbox"/> NON-DOD CONTRACT NUMBER This order is subject to instructions contained on this side of form only and is issued in accordance with and subject to terms and conditions of above numbered contract, or Non-DOD Contract Number.				
	PURCHASE	REFERENCE YOUR _____ FURNISH THE FOLLOWING ON TERMS SPECIFIED HEREIN				
*If quantity accepted by the Government is same as quantity ordered, indicated by X mark. If different, enter actual quantity accepted below quantity ordered and encircle.		23. UNITED STATES OF AMERICA <i>Margaret Yarrington</i> BY: NAME OF CONTRACTING/ORDERING OFFICER AND DATE MARGARET YARRINGTON Contracting Officer			24. TOTAL	
26. QUANTITY ORDERED HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS STATED		26. SHIP NO	27. D.O.VOUCHER NO	28. DIFFERENCES		
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	31. PAID BY	29. INITIALS		
35. I CERTIFY THIS AMOUNT IS CORRECT AND PROPER FOR PAYMENT		30. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. AMOUNT VERIFIED CORRECT FOR		
SIGNATURE AND TITLE OF CERTIFYING OFFICER				33. CHECK NUMBER		
				34. BILL OF LADING NUMBER		
36. RECEIVED AT	37. RECEIVED BY	38. DATE RECEIVED	39. TOTAL CONTAINERS	40. S/R ACCOUNT NUMBER	41. S/R VOUCHER NUMBER	

1. This delivery order is issued pursuant to H-013, the "Orders" Clause of the above numbered contract. The contractor shall provide effort in accordance with the Statement of Work (SOW) as specified in CLIN 0001 below at a ceiling amount of \$384,000.00.

2. a. SECTION B

<u>Item No.</u>	<u>Supplies/Services</u>	<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0001	CLIN	1	\$376,979.45
	Sec Class: U	LO	\$376,979.45

noun: SPECIALIZED COMPTROLLER FUNCTIONAL SUPPORT

acrn: 9

site codes: pqa: D acp: D fob: D

pr/mipr data: F666FM02410100

type of contract: Y Time and Materials

descriptive data:

A. The contractor shall provide support in accordance with the basic Statement of Work (SOW) entitled "Financial Analysis For HQ AFMC/FMB", dated 2 September 1997. See attachment 1 Section J. Listed below by prime/team members are the negotiated labor categories and corresponding estimated number of labor hours for each category.

Phase I

Year 3

<u>Contractor</u>	<u>Labor Category</u>	<u>Estimated</u> <u>Hours</u>
Prime (Off Site)	Project Manager	1676
Prime (Off Site)	Senior Analyst (PL)	154
Prime (Off Site)	Senior Analyst	1027
Prime (Off Site)	Journeyman Analyst	499
Prime (Off Site)	Analyst	304
Prime (Off Site)	Programmer	1191
Prime (Off Site)	Data Technician	1274
	Total	6125

B. This CLIN is fully funded in the amount of \$376,979.45.

000101 Info SubCLIN Establish Sec Class: U
 noun: AA \$372,000.00
 acrn: AA
 site codes pqa: D acp: D fob: D
 pr/mipr data: F666FM02410100
 type contract: Y Time and Materials

000102 Info SubCLIN Establish Sec Class: U
 noun: AB \$4,979.45
 acrn: AB
 site codes pqa: D acp: D fob: D
 pr/mipr data: F666FM02410100
 type contract: Y Time and Materials

<u>Item No.</u>	<u>Supplies/Services</u>	<u>Quantity</u>		<u>Unit Price</u>	
		<u>Purch</u>	<u>Unit</u>	<u>Total</u>	<u>Item Amount</u>
0002	CLIN Sec Class: U		1	NSP	
			LO	NSP	

noun: DATA - Exhibit A
 acrn: 9
 site codes: pqa: D acp: D fob: D
 pr/mipr data: F666FM02410100
 type of contract: Y Time and Materials

descriptive data:

Data in accordance with Contract Data Requirements List, DD Form 1423, attached hereto as Exhibit A. The price of this item is included in the price of Item 0001 above.

000201 Info SubCLIN Establish Sec Class: U
 noun: AA NSP
 acrn: AA
 site codes pqa: D acp: D fob: D
 pr/mipr data: F666FM02410100
 type contract: Y Time and Materials

000202 Info SubCLIN Establish Sec Class: U
 noun: AB NSP
 acrn: AB
 site codes pqa: D acp: D fob: D
 pr/mipr data: F666FM02410100
 type contract: Y Time and Materials

<u>Item No.</u>	<u>Supplies/Services</u>	<u>Quantity</u> <u>Purch Unit</u>	<u>Unit Price</u> <u>Total Item Amount</u>
0003	CLIN	Sec Class: U	
		1	\$156.55
		LO	\$156.55

noun: MATERIALS

acrn: 9

site codes: pqa: D acp: D fob: D

pr/mipr data: F666FM02410100

type of contract: Y Time and Materials

descriptive data:

The contractor shall provide graphics and reproduction support of CLIN 0001 above.

This CLIN is fully funded in the amount of \$156.55.

000302 Info SubCLIN Establish Sec Class: U
noun: AB \$156.55
acrn: AB
site codes pqa: D acp: D fob: D
pr/mipr data: F666FM02410100
type contract: Y Time and Materials

0005	CLIN	Sec Class: U	1	\$6,864.00
			LO	\$6,864.00

noun: TRAVEL AND COMPUTER SERVICES

acrn: 9

site codes: pqa: D acp: D fob: D

pr/mipr data: F666FM02410100

type of contract: S Cost Reimbursement

descriptive data:

Travel and computer services required in the performance of CLIN 0001 above.

This CLIN is fully funded in the amount of \$6,864.00.

000502 Info SubCLIN Establish Sec Class: U
noun: AB \$6,864.00
acrn: AB
site codes pqa: D acp: D fob: D
pr/mipr data: F666FM02410100
type contract: S Cost Reimbursement

b. SECTION F

<u>Item No.</u>	<u>Supplies Schedule Data</u>	<u>Delivery Quantity</u>	<u>Schedule Date</u>
0001	CLIN Del Sch acrn: 9 ship to: U <u>descriptive Data:</u> The period of performance shall be complete 29 September 1998.	1	98Sep29
0002	CLIN Del Sch acrn: 9 ship to: U <u>descriptive Data:</u> Data will be delivered in accordance with DD Form 1423 set forth in Section J, Exhibit A.	1	ASREQ
0003	CLIN Del Sch acrn: 9 ship to: U <u>descriptive Data:</u> Period of Performance shall be concurrent with CLIN 0001 above.	1	ASREQ
0005	CLIN Del Sch acrn: 9 ship to: U <u>descriptive Data:</u> Period of Performance shall be concurrent with CLIN 0001 above.	1	ASREQ

c. SECTION G

<u>ACRN</u>	<u>Acct Class data</u>	<u>Appropriation/Lmt Subhead/CPN Recip DODAAD</u> <u>Supplemental Accounting Classification</u>	<u>Obligation</u> <u>Amount</u>
AA	ACCOUNT	5773400	F03000
	UNCLASSIFIED	307 4762 120108 040000 592TL 72806F 503000	\$372,000.00

pr/mipr data:
F666FM02410100

descriptive data:
A&AS code is: TL
The fund cite appears as follows on the PR:
5773400 307 4762 120108 040000 592TL 72806F 503000 F03000

AB	ACCOUNT	5773400	F03000	\$12,000.00
	UNCLASSIFIED	307 4762 120570 040000 592TL 72898F 503000		

pr/mipr data:
F666FM02410100

descriptive data:
A&AS code is: TL
The fund cite appears as follows on the PR:
5773400 307 4762 120570 040000 592TL 72898F SC67 503000 F03000

d. SECTION I

In accordance with FAR Clause 52.232-20, "Limitation of Cost," the estimated cost for CLIN 0005 is \$6,864.00. The amount presently available and allotted to this cost-reimbursable effort is \$6,864.00.

e. SECTION J

<u>Document</u>	<u>Title and Date</u>	<u>No. of Pages</u>
Atch Nr. 1	Statement of Work titled "Financial Analysis For HQ AFMC/FMB" dated 2 September 1997.	2
Exhibit A	Contract Data Requirements List (CDRLs), Form DD 1423-1, dated 2 September 1997	3

STATEMENT OF WORK
FINANCIAL ANALYSIS FOR HQ AFMC/FMB
2 SEPTEMBER 1997

1.0 INTRODUCTION

1.1 SCOPE: This Statement of Work provides program integration and analysis and financial analysis support to HQ AFMC/FMB in accordance with ASC/FM Contract SOW paragraphs 3.6.

1.2 BACKGROUND: The AFMC Financial Management Handbook is an integrated training and reference document for describing DoD, Air Force, and AFMC financial management activities. The AFMC FM Handbook is designed for use by financial managers regardless of grade, experience, or organizational level of assignment. The Handbook contains detailed information concerning financial management functions, provides detailed training material for all employees, and serves as a quick reference and refresher training aid for the more experienced financial managers.

Changes in public laws, governing regulations and procedures from Congress, DoD and HQ USAF have continued to impact AFMC financial management practices. As a result, additional updates to the FM Handbook are required. The purpose of this task order is to support AFMC's Financial Managers in performing their assigned roles. This is accomplished by updating the Handbook to incorporate recent changes which affect Financial Management policy and procedures.

2.0 APPLICABLE DOCUMENTS:

- A. DoD Financial Management Regulation 7000.14-R, Volumes 1 through 15
- B. DoDD 5000.1, Defense Acquisition
- C. DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs.
- D. Air Force and AFMC Directives and Instructions in the 20,21,23,61,62,63,64,65 series.
- E. The AFMC Financial Management handbook
- F. Other DoD, Air Force and AFMC directives, instructions, regulations, and documents as applicable.

3.0 REQUIREMENTS: The contractor shall provide financial analysis support to HQ AFMC/FMB as listed in the following paragraphs:

3.1 The contractor shall interface with HQ AFMC Financial Processes Working Group (FPWG) and its process teams to develop new chapters for Book 3 of the AFMC Financial Management handbook. Book 3 will cover Air Force Working Capital Fund

(AFWCF) Elements and Weapon System Sustainment Processes. The first chapters to be developed will be Banding and the General Support Division. As directed the contractor will also make changes to existing Book 3 chapters. (CDRL A0006)

3.1.1 After the final chapters have been approved by HQ AFMC/FMB the contractor shall prepare a training tutorial for each new chapter. Each tutorial will consist of approximately 50 color slides and will be provided on a 3.5" disk which can be displayed using Microsoft PowerPoint. (CDRL A0001)

3.2 Based upon recommendations of the AFMC FM Handbook Executive Review Group (ERG) and as directed by HQ AFMC/FMB the contractor shall update existing or prepare new chapters for Books 1 and 2 of the FM Handbook. (CDRL A0006B)

3.3 Based upon the analysis the contractor performed under Task Order 0005 of Contract F33657-95-D-2966 and direction from HQ AFMC/FMB the contractor shall develop a www site for the AFMC Financial Management reference System. (CDRL A0003)

3.4 The contractor shall provide monthly progress/status reports. The reports will discuss work underway, any difficulties or concerns, and a financial status of the task order. (CDRL A0004)

3.5 Travel Destinations: No travel is anticipated.

4.0 OTHER CONSIDERATIONS:

Principle place of work shall be the contractors office in the Dayton, Ohio area. Funding will be accomplished on an incremental basis as funds become available to begin with an initial increment of \$34,000 up to a total of \$390,000. These requirements are a bona fide need of FY97. However, the requirement will continue to exist in FY98 if not funded in FY97.

5.0 SECURITY: Unclassified

6.0 PERIOD OF PERFORMANCE: The POP for this effort is 365 days.

7.0 HQ AFMC/FMB POINT OF CONTACT:

Capt Kent Meredith
HQ AFMC/FMBA
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB, OH 45433-5006
(513) 257-8018

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)										Form Approved CWB No 0704-0155					
Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-2302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract. PR No. listed in Block E.															
A. Contract Line Item No 0002					B. Exhibit A				C. Category TDP _____ TM _____ OTHER _____						
D. System/Item Specialized Compt Func. Support								E. Contract/PR NO F33657-95-D-2966			F. Contractor				
1. Data Item No A0001		2. Title of Data Item Presentation Material										3. Subtitle AFMC FM Handbook Book 3 Tutorial			
4. Authority (Data Acquisition Document No.) DI-A-3024A							5. Contract Reference SOW Para 3.1.1				6. Requiring Office HQ AFMC/FMB				
7. DD 250 Req LT		9. Dist Statement Required N/A			10. Frequency See Blk 16		12. Date of First Submission See Blk 16			14. Distribution					
8. APP Code N					11. As of Date See Blk 16		13. Date of Subsequent Submission See Blk 16			a. Addressee		b. Copies			
16. REMARKS The training tutorials for the new Book 3 chapters are due 30 days after delivery of the final chapters.										ASC/CDSY		LT			
										HQ AFMC/FMB		4			
15. TOTAL										4					
1. Data Item No A0006		2. Title of Data Item: Technical Report - Study/Services								3. Subtitle AFMC FM Handbook Book 3 Chapters					
4. Authority (Data Acquisition Document No.) DI-MISC-80508							5. Contract Reference SOW Para 3.1.				6. Requiring Office HQ AFMC/FMB				
7. DD 250 Req LT		9. Dist Statement Required N/A			10. Frequency See Block 16		12. Date of First Submission See Block 16			14. Distribution					
8. APP Code N					11. As of Date See Block 16		13. Date of Subsequent Submission See Block 16			a. Addressee		b. Copies			
16. REMARKS The contractor shall submit a draft of the new or revised chapters 30 days after receipt of draft material from the Government. The government shall provide the draft material NLT 60 days after ARO. The Government has 30 days to provide comments. The final chapters are due 30 days after receipt of Government comments on the draft.										ASC/CDSY		LT			
										HQ AFMC/FMB		4		4	
15. TOTAL										4		4			
G. PREPARED BY Capt Kent Meredith HQ AFMC/FMBA (937) 257-8018					H. DATE 2 Sep 97		I. APPROVED BY Alan K. Bentley HQ AFMC/FMB					J. DATE 2 Sep 97			

DD Form 1423-2, JUN 90

Previous editions are obsolete

Page 1 of 3 Pages

CONTRACT DATA REQUIREMENTS LIST

(2 Data Items)

Form Approved
CMB No. 0704-0186

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-2302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0186), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract. PR No. listed in Block 8.

A. Contract Line Item No. 0002		B. Exhibit A		C. Category TDP _____ TM _____ OTHER			
D. System/Item Specialized Compt. Func. Support			E. Contract/PR NO. F33657-95-D-2966		F. Contractor		
1. Data Item No. A0006B		2. Title of Data Item: Technical Report - Studies/Services			3. Subtitle AFMC FM Handbook, Book 1 & 2 Chapters		
4. Authority (Data Acquisition Document No.) DI-MISC-8050B			5. Contract Reference SOW Para 3.2		6. Requiring Office HQ AFMC/FMB		
7. DD 250 Req LT	9. Dist Statement Required N/A	10. Frequency See Blk 16	12. Date of First Submission See Blk 16	14. Distribution			
8. APP Code See Block 16		11. As of Date See Blk 16	13. Date of Subsequent Submission See Blk 16	a. Addressee	b. Copies		
					Draft	Final	
						Reg	Repro
16. REMARKS The contractor shall submit a draft of the new or revised chapters 300 days ARO. The final chapters are due 30 days after receipt of Government comments on the draft.				ASC/CDSY	LT	LT	
				HQ AFMC/FMB	4	4	
				15. TOTAL	4	4	
1. Data Item No. A0004		2. Title of Data Item: Contractors Progress Status Report			3. Subtitle AFMC FM Handbook		
4. Authority (Data Acquisition Document No.) DI-MGMT-80227			5. Contract Reference SOW Para 3.3		6. Requiring Office HQ AFMC/FMB		
7. DD 250 Req LT	9. Dist Statement Required N/A	10. Frequency Monthly	12. Date of First Submission 45 days ARO	14. Distribution			
8. APP Code N		11. As of Date See Block 16	13. Date of Subsequent Submission See Block 10	a. Addressee	b. Copies		
					Draft	Final	
						Reg	Repro
16. REMARKS First report shall be delivered 45 days ARO, and every 30 days thereafter.				ASC/CDSY		LT	
				HQ AFMC/FMB		1	
				15. TOTAL		1	
G. PREPARED BY Capt Kent Meredith HQ AFMC/FMBA (937) 257-801B		H. DATE 2 Sep 97		I. APPROVED BY Alan K Bentley HQ AFMC/FMB		J. DATE 2 Sep 97	

CONTRACT DATA REQUIREMENTS LIST (2 Data Items)										Form Approved CMB No. 0704-0188					
<i>Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-2302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract. PR No. listed in Block 8.</i>															
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D. System/Item Specialized Compt Func Support								E. Contract/PR NO. F33657-95-D-2966				F. Contractor			
1. Data Item No. A0003		2. Title of Data Item. Computer Software End Items								3. Subtitle AFMC FM Reference System www site					
4. Authority (Data Acquisition Document No.) DI-MCCR-80700								5. Contract Reference SOW Para 3.3				6. Requiring Office HQ AFMC/FMB			
7. DD 250 Req LT		9. Dist Statement Required N/A		10. Frequency See BIK 16		12. Date of First Submission See BIK 16		14. Distribution							
8. APP Code N				11. As of Date See BIK 16		13. Date of Subsequent Submission See BIK 16		a. Addressee		b. Copies					
		Draft								Final					
										Reg		Repro			
16. REMARKS The contractor shall produce a prototype www site 300 days ARO. The government has 30 days to provide comments. The final www site will be completed 30 days after receipt of Government comments on the prototype.								ASC/CDSY		LT		LT			
								HQ AFMC/FMB		1		1			
15. TOTAL								1		1					
1. Data Item No.		2. Title of Data Item.								3. Subtitle					
4. Authority (Data Acquisition Document No.)								5.				6. Requiring Office			
7. DD 250 Req		9. Dist Statement Required		10. Frequency		12. Date of First Submission		14. Distribution							
8. APP Code				11. As of Date		13. Date of Subsequent Submission		a. Addressee		b. Copies					
		Draft								Final					
										Reg		Repro			
16. REMARKS															
15. TOTAL															
G. PREPARED BY Capt Kent Meredith HQ AFMC/FMBA (937) 257-8018				H. DATE 2 Sep 97		I. APPROVED BY Alan K Bentley HQ AFMC/FMB				J. DATE 2 Sep 97					

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